



## CRISTO REY EAST BAY HIGH SCHOOL PROJECT OAKLAND, CA

### Position Available: **PRINCIPAL**

The Cristo Rey East Bay High School Project is seeking a Principal for its Roman Catholic, co-educational, secondary school to open in the fall of 2018 on the campus formerly home to Saint Elizabeth's High School. The school is sponsored by the De La Salle Christian Brothers, District of San Francisco New Orleans.

The school will utilize a Corporate Work Study Program modeled after the successful programs at all 32 Cristo Rey Network schools. All students are required to complete a college preparatory curriculum and participate in the Work Study Program. Under the Corporate Work Study Program, each student is employed one day per week by a local business or community agency to provide tuition assistance and complement the school's on-site curricular program. The school is currently participating in the Replication Process of the Cristo Rey Network.

Reporting directly to the President, the Principal will be a dynamic leader committed to the education of the young, especially the economically poor and marginalized. The Principal must demonstrate a record of academic leadership, executive management, and the achievement of innovative operational and strategic goals. A visionary leader is sought, one who is rooted in the Catholic faith and who can effectively represent and articulate the school's mission to its various constituencies.

An ideal candidate for Principal will have 3 or more years of demonstrated success in an administrative role in a secondary school environment. In addition, this candidate would have an MA in education, leadership or a related field, and an Administrative License. The candidate must possess and model strong leadership skills, desire collaborative team management, be committed to understanding and embracing the cultural backgrounds of students and families, possess both excellent written and oral communication skills, and have experience as a supervisor of personnel with budgetary responsibility. We seek a person of faith who believes in school as community and who understands and embraces the role of Principal in these specific areas: faith formation, the development of institutional culture, instructional and academic leadership, and co-curricular and service programs.

**Commencement:** Assume responsibilities by July 1, 2017.  
**Salary/Benefits:** Competitive salary with full benefits.  
**Job Description:** Full position description will be available at [www.delasalle.org](http://www.delasalle.org).

**Application:** Review of applications to begin March 2017. Interviews will begin in April 2017. Applications accepted through March 31, 2017.

Please email résumé, letter of intent demonstrating qualifications for the position as per job description, three references with complete contact information, and brief description of your educational philosophy to:

Mike Daniels, Ed.D. | Director, Office of Education – Napa, Lasallian District of San Francisco New Orleans  
Telephone: (707) 252-3721 | Email: [mdaniels@dlsi.org](mailto:mdaniels@dlsi.org)

**CRISTO REY EAST BAY HIGH SCHOOL PROJECT  
OAKLAND, CA**

**PRINCIPAL  
Position Description**

**THE SCHOOL**

The Cristo Rey East Bay High School Project plans to open a Roman Catholic, co-educational, secondary school in the fall of 2018 on the campus formerly home to Saint Elizabeth's High School. The school is sponsored by the De La Salle Christian Brothers, District of San Francisco New Orleans.

The school will integrate rigorous college preparatory academics with an innovative Corporate Work Study Program, as do the successful programs operating at all 32 Cristo Rey Network schools. Under the Corporate Work Study Program, each student is employed one day per week by a local business or community agency to provide tuition assistance and complement the school's on-site curricular program. The school expects to complete its feasibility study and submit its application to the Cristo Rey Network in the spring of 2017.

**THE POSITION**

As the instructional leader of the school, the Principal provides mission leadership for faculty and students, supports high quality classroom instruction and assures the orderly functioning of the school. The Principal is responsible for teaching and learning through providing ongoing instructional feedback and engaging faculty in the development and implementation of a rigorous, college preparatory curriculum and the cultivation of a school-wide Catholic faith identity. The Principal is responsible for creating and sustaining a culture of continuous improvement that provides students with multiple opportunities to develop and demonstrate proficiency. The Principal is also responsible for establishing, recommending, implementing, and interpreting personnel and educational policies and procedures for all phases of the operation of the school to the extent they bear upon the academic programs and the activities of the faculty, academic support staff, students, and parents. Such policies and procedures shall be implemented and interpreted in accordance with the policies established by the Board of Trustees, which in turn is responsible to the Lasallian Education Corporation (the oversight entity for the De La Salle Christian Brothers of the District of San Francisco New Orleans).

The Principal is a member of the school's leadership team, actively collaborating with the Corporate Work Study Program Director, Development Director, Director of Finance and Director of Admissions. The Principal reports to the school President.

**The Principal's primary responsibilities include:**

- The recruitment, selection, and retention of faculty, assistant principals, other instructional and extracurricular staff who are best fitted to the mission of the school
- Conducting regular classroom observations to maintain a visible and active leadership role throughout the building, as well as to provide teachers and classroom staff with valuable feedback to further develop their professional skills
- Using a research-based framework to routinely coach and supervise teachers, completing a summative evaluation for every teacher every year
- Leading the implementation of the common, rigorous, college-ready curriculum so that all students can achieve at high levels
- Cultivating a solution-based culture that addresses student struggle as a predictable problem to be proactively, creatively and collaboratively solved
- Leading teachers in interpreting and using student achievement data to inform instruction
- Developing and executing an effective faculty professional development program, ensuring classroom impact
- Developing a school culture that is accepting of all students, valuing the gifts each brings to the school
- Supervising, developing, and evaluating non-instructional personnel, including Assistant Principal, Dean of Students, guidance personnel, college counselor, Campus Minister, Athletic Director, extracurricular personnel, volunteers and clerical staff
- Developing, coordinating and supervising teacher leaders (discipline team leaders, grade level team leaders, etc.)
- Developing a calendar and schedule that organizes time reflecting a prioritization of observation of student learning and instruction
- Overseeing the process of academic reporting and recording, including grade reports, transcripts, permanent records, quarterly progress reports, parent-teacher conferences, honor roll, class rank, and academic recognition
- Collaborating with the Director of Admissions, Director of Work Study, and President on student admission guidelines, process, timelines, and enrollment goals consistent with the school's approved operating budget
- Identifying program needs on an ongoing basis and constructs and oversees the academic budget to achieve identified needs
- In collaboration with all staff, oversees the school's relationship with parents, guardians, and families, ensuring that they become partners with the school in supporting the success of their students
- Overseeing and coordinating, with the Director of the Corporate Work Study Program, the scheduling, student work assignments, discipline and overall progress of the students and the scheduling of the school calendar and programs
- Reporting at regular intervals on student academic progress to all constituents, including parents, faculty, related school committees and the Board of Trustees
- Reporting regularly to the school President regarding goals, progress, and identified metrics

- Participates actively in weekly leadership team meetings
- Supervising all extra-curricular activities
- Developing, implementing, and supervising a cohesive, four-year plan for effective delivery of the college preparation program, including managing relationships with colleges, summer programs, and alumni support
- Coordinating standardized testing (ACT, SAT, AP, etc.)
- Overseeing summer academic enrichment and/or remediation programs
- In collaboration with the Director of Finance, coordinating the use of the school facilities
- Overseeing the development and maintenance of school accreditation with the identified national/state accrediting agency (WCEA-WASC)
- Modeling the core principles of the Lasallian charism
- Encouraging the involvement of students and staff in both the Campus Ministry and Christian Service Programs
- Facilitating the faculty's professional growth, religious and spiritual development, and Lasallian renewal programs sponsored by the Region and the District of San Francisco New Orleans, and Cristo Rey model trainings and meetings sponsored by the Cristo Rey Network
- Collaborating actively with the Cristo Rey Network national office and colleague principals
- Representing the school at meetings of principals for the Cristo Rey Network, the Lasallian District of San Francisco New Orleans, and the diocese
- Assuming of other duties as assigned by the school President

## **QUALIFICATIONS AND EXPERIENCE**

The ideal candidates for Principal will have the following qualifications and experience:

- At least three years of experience supervising and evaluating faculty and staff
- Commitment and capacity to serve and connect on a personal level with low-income, urban, minority students
- Demonstrated commitment to Catholic, faith-based education
- Demonstrated ability to connect with and engage urban students and families
- Demonstrated ability to inspire, lead and work collegially with faculty and staff
- Demonstrated ability to create a student-centered learning environment
- Demonstrated ability to cultivate a culture of persistence among adults and students
- Strong background in developing and implementing a rigorous, standards-based, college-ready curriculum
- Demonstrated success as an instructional leader who creates a culture of continuous improvement through ongoing instructional feedback to teachers
- Evidence of an ability to analyze and utilize data to increase student achievement

- Excellent written and oral communication skills
- Exemplary interpersonal skills with faculty, staff, parents, students and community member
- Master's degree
- Principal's licensure
- High School teaching experience preferred
- Fluency in Spanish preferred

### **POSITION REQUIREMENTS**

The successful candidate will have certifications commensurate with the requirements of the State of California. For information, see [www.cde.ca.gov](http://www.cde.ca.gov).

The Principal should be a practicing Roman Catholic whose faith is visible and inspiring in daily life and work.

Proficiency in Spanish preferred.

Minimum of five year teaching/administrative experience required.

### **COMPENSATION**

Salary commensurate with qualifications and experience and a comprehensive benefits package will be provided.

*The Cristo Rey East Bay High School Project is an Equal Opportunity Employer*